



**Manurewa High School
Board of Trustees Meeting
Board Meeting Room, 5:00pm
Monday 19 September 2016**

Minutes

Present: Steve Smith – *chair*
John Chen, Lexy Derby-Ngawaka, John Hynds, Pete Jones, Stuart King, Fale Lesa, Julie Lockie, Joanna Long, Mitlesh Prasad, Richard Thornton, Bruno Watkins

In attendance: Sarah Davies – *minutes*

1. APOLOGIES:

NIL

2. CONFLICTS OF INTEREST:

None at this time

3. SPECIAL GOVERNANCE TOPICS:

3.1 WEAP presentation conducted in the Whare

4. PREVIOUS MINUTES:

4.1 MINUTES OF PREVIOUS MEETING

Matters Arising:

Amendment to 5.2 of the Finance Report - \$5,000 - \$600.00 should read \$5,000 - \$6,000

Moved B Watkins/L Derby-Ngawaka

CARRIED

That the minutes and public excluded minutes of the previous meeting held 22 August 2016, having been distributed, are approved

4.2 CORRESPONDENCE

That the correspondence on the attached schedule given to the Board is received and ratified.

Moved S King/J Long

CARRIED

That the inwards correspondence is received and the outwards correspondence is endorsed

5. REPORTS:

Pete Jones advised the Board about a Police Investigation in our community. In consultation with the Ministry of Education a statement has been generated that will be read to all staff tomorrow. Pete read the statement to the Board. If the Board are contacted for comment, please refer to the Principal for comment or if you find yourself in a situation where you must comment please use the following statement *“Manurewa High School is committed to the Hauora (wellbeing) of our students. If you have any queries regarding a Police investigation, please contact the Police directly. We have no further comment to make”*

The Ministry have advised that the Board need to approve that the Principal is nominated as the spokesperson for the school in relation to this investigation

Moved S Smith/B Watkins

CARRIED

That the Board approve the Principal as spokesperson for Manurewa High School with all matters relating to this police investigation

5.1 PRINCIPAL'S REPORT

Tabled / questions (e 14/9/16)

Through the school's involvement with the Find Your Field of Dreams programme, HONDA have donated from the TreeFund initiative \$2,000. On proviso to fund purchase and planting of fruit trees on the school grounds, for future generations to enjoy. Visit to Fonterra headquarters and Career Navigator Day discussed.

Moved P Jones/J Hynds

CARRIED

That the Principal's report is accepted

5.2 FINANCE REPORT

Finance and property sub-committee report tabled. The process and meetings minutes explained.

Recommendations for Board approval:

b) Purchase of a 20' container for kayak and pool equipment storage

Moved R Thornton/L Derby-Ngawaka

CARRIED

That approval granted to purchase of a 20' container as recommended

c) That the formula and the reviewed policy for contributions to staff attending overseas trips be adopted

Pending – will be agenda item for next meeting and policy tabled

e) The refund of the tuition and homestay fees for an international student who has returned home

Moved J Hynds/F Lesa

CARRIED

Approved refund of international student fees for one student as recommended

g) Investigation work to be undertaken on field improvement works

Moved S Smith/B Watkins

CARRIED

That approval given for the Business Manager to proceed to investigate the proposal for football and rugby field resurfacing

Following an investigation at another school and recommendation from Richard Thornton, a flowchart will be produced documenting money in and money out for invoices and payments and any money received for payment at the Business Centre. Receipts will now be issued for every transaction at the Business Centre.

5.3 BUSINESS ACADEMY

5.3.1 Building update – the new model and plans have been collected. John has picked up some problems with this so will discuss with Pete before sharing. The Ministry are coming in Thursday so we should get an indication of what they will contribute.

The Business Academy are meeting next Tuesday so by then we will have a better idea of the financial position of the project.

5.3.2 Hynds Scholarship interviews were conducted last week. Possibly three scholarships available. All students are interested in engineering. John Hynds made special mention of teacher Fenella Colyer who was mentioned in high regard by all of the students. John would like to congratulate her on the positive impact she is having on the students.

5.4 HEALTH & SAFETY – Summary

Recent field trip saw two incidents – recreation incident reports were completed. One broken ankle and one kayak incident with a student pushed under water. Procedures have been reviewed as a result of the water incident.

5.5 STUDENT REPORT

Uniform Survey Results – went out to 1099 students, 490 students completed.

Interesting preliminary results;

276 students said all students should be able to wear trousers

75% agree boys should be able to wear black socks

69% student preference for plain black winter jacket and not regulation jacket

John will send the confirmed results out to the Board.

Bruno had a staff member question him about the allowance previously made by the Board to allow students with facial hair. Understanding is that this was only for a year pending review – when does this expire? Julie Lockie will check meeting minutes and notify the Board.

Fale Lesa left the meeting at 6:32pm

6. POLICIES FOR REVIEW:

6.1 Administering Medicines – one agreed amendment

6.2 Drug Testing – one agreed amendment

6.3 Timetable – one agreed amendment

Moved S King/J Hynds

CARRIED

That the 3 Policies as noted above are approved with noted amendments as adopted

6.4 Communicable Diseases – pending rewording

7. TRIPS:

7.1 Save the Children NZ Team Building Camp Marlborough Sounds 3/10/16 – 6/10/16 4 students – no cost – Final

7.2 TRF Junior Camp, Tongariro – 24/9/16 – 29/9/16 – Final

7.3 TRF Senior Camp, Tongariro – 2/10/16 – 7/10/16 – Final

Moved S Smith/ B Watkins

CARRIED

That the above trips are granted final approval

8. GENERAL BUSINESS

8.1 Specialist Service Standards Review (*e 16/9/16*)

Review results discussed. A recommendation of the review is to complete an action plan and return by 31st October. Draft action plan has been sent to the Ministry reviewer. By next week an approved action plan should be available to the Board via email from Pete. Steve will approve with Pete as id due to the Ministry of Education before the next Board meeting.

8.2 Financial Capability Feedback Report (*e 16/9/16*)

Tabled and noted that the Board of Trustees have received and viewed the report.

9. PERSONNEL (including in committee)

Moved S Smith/S King

Moved into in-committee at 6:52 pm

CARRIED

That the public be excluded from the following part of the proceedings of this meeting, namely personnel matters. This resolution is made in reliance on Section 48(1) (a) of the

Local Government Official Information and Meetings Act 1987 and the particular interests protected by section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are to protect the privacy of the individuals. Matters relating to staff resignations were discussed whilst the public was excluded.

Moved S Smith/S King
That the board move out of in-committee

Moved out of in-committee at 7:07 pm

CARRIED

Closing Karakia by Lexy Derby-Ngawaka

Meeting concluded at 7:08 pm

Future Board Meeting Date: Tuesday 25 October 2016

CHAIRPERSON

DATE

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